

HASQARD Focus Group

Meeting Minutes

November 28, 2017

The meeting was called to order by Jonathan Sanwald, HASQARD Focus Group Chair at 2:07 PM on November 28, 2017 in Conference Room 308 at 2420 Stevens Place.

Those attending were: Jonathan Sanwald, HASQARD Focus Group Chair (Mission Support Alliance (MSA)), Cliff Watkins - Focus Group Secretary (Corporate Allocation Services, DOE-RL Support Contractor), Marcus Aranda (Wastren Advantage Inc. Wastren Hanford Laboratory (WHL)), Steve Chalk (U.S. Department of Energy – Richland Operations Office (DOE-RL)), Dan Coughlin (WRPS), Jim Douglas (CH2M HILL Plateau Remediation Company (CHPRC)), Fred Dunhour (DOE - Office of River Protection (DOE-ORP)), Robert Elkins (Washington River Protection Solutions (WRPS)), Anthony Nagel (CHPRC), Sarah Nagel (CHPRC), Noe'l Smith-Jackson (Washington State Department of Ecology), Chris Sutton (CHPRC), Chris Thompson (PNNL) and Rich Weiss (MSA).

- I. The Chair requested review and approval of the meeting minutes from the HASQARD Focus Group held on October 24, 2017. The draft minutes from the meeting were distributed and time was allowed for one final review. One comment was made on a typographical error noted during the review. Hearing no additional comments on the draft meeting minutes, the minutes from the October 24 meeting were approved.
- II. At the October meeting of the Focus Group, a revision to the HASQARD Focus Group Charter was discussed, comments were made and incorporated and the document was finalized. The Secretary updated the Focus Group members present on the status of the Charter. The Charter needs to be routed for signature. However, it has not been determined exactly who should sign for several of the companies. The Secretary and applicable members accepted action items to work together to determine appropriate signatories for the revised Charter.
- III. The HASQARD Chair asked the Secretary to provide a summary of events that had taken place since the last HASQARD Focus Group meeting. The Secretary provided a synopsis of events that had occurred since the last HASQARD Focus Group meeting which consisted of much of the history reiterated here:

During the August 2017 meeting, the DOE-HQ (AU-21) Analytical Services Program Manager (Steve Clark) stated that the DOE Consolidated Audit Program Accreditation Program (DOECAP-AP) would provide considerations for the fact that HASQARD contains requirements that are either different than (e.g., more specific), or in addition to, the requirements in the Quality

Systems Manual (QSM) upon which the DOECAP-AP accreditation will be based. To ensure the HASQARD requirements will be assessed by the ABs, Steve requested a list of the specific lines of inquiry the ABs would need to include in their accreditation audits at the laboratories that Hanford contracts. To accommodate this request, a group of HASQARD Focus Group members that are also DOECAP auditors (Glen Clark, Sarah Nagel, Jim Douglas and Scot Fitzgerald) compiled a HASQARD gap checklist containing lines of inquiry that represent the HASQARD requirements that would not be assessed during an audit based solely on the QSM. This checklist was refined at the October 24 HASQARD Focus Group meeting and, after a review by the subcommittee to ensure the final product was acceptable, sent to Steve Clark on October 27. Upon receipt, Steve Clark had several DOECAP auditors review the checklist and provide comments. These comments were transmitted to the HASQARD Secretary on November 6. Upon receipt of the comments, the Secretary formed a subcommittee consisting of the DOECAP auditors that had prepared the HASQARD gap checklist and others to ensure all Contractors with active Focus Group representation were included. The comments received on the HASQARD gaps checklist lines of inquiry consisted of suggestions where the HASQARD gap may be adequately addressed in one or more of the requirements of the QSM or acknowledgement that the HASQARD requirement was unique. The subcommittee reviewed the comments received, shared thoughts via email communication and held one meeting to finalize responses to the comments. Based on the comments received, the subcommittee successfully reduced the HASQARD gap checklist from approximately 80 lines of inquiry to a total of approximately 40 lines of inquiry. The final HASQARD gap checklist was transmitted to Steve Clark on November 20. On November 3, Steve Clark invited HASQARD personnel to attend a “train the trainer” session where the DOE Contractor personnel would provide training to the DOECAP-AP Accrediting Bodies (ABs). The DOE-HQ expectation was that during this training session a HASQARD representative would introduce the ABs to HASQARD. This introduction would include the reasons the gaps between HASQARD and the QSM need to be evaluated during DOECAP-AP audits at laboratories utilized by Hanford Contractors. That is, the gaps need to be assessed for Hanford to be able utilize the DOECAP-AP accreditation in Hanford’s supplier evaluation process. The subcommittee that prepared the HASQARD gap checklist prepared a draft PowerPoint presentation for use in the DOECAP-AP AB training session scheduled for November 30. The Secretary concluded by saying that today’s meeting’s agenda includes a discussion of the activities of the last month and completion of preparations for the November 30 training session.

Upon hearing about the November 30 training session, Noe’l Smith-Jackson requested the meeting invitation be forwarded to her so she could evaluate her availability to attend.

The HASQARD Focus Group Chair expressed a concern that without representation at the DOECAP-AP audits, it will be difficult to assess the level of effort the ABs are applying to evaluating the laboratories relative to the gap checklist. Anthony Nagel recalled that Steve Clark had indicated that Hanford personnel could go on the DOECAP-AP audits to observe. The Chair agreed and emphasized the need for the Hanford Contractors to ensure at least one observer is present at all the applicable DOECAP-AP audits for the first 2-3 years. If trust in the DOECAP-AP use of the HASQARD gap checklist is gained, then fewer observers from Hanford would be needed.

Chris Sutton asked the Chair how he envisioned the DOECAP-AP impacting the MSA Acquisition Verification Services (AVS) Evaluated Supplier Listing (ESL). That is, would a laboratory that is accredited under the DOECAP-AP with no significant HASQARD gap issues be granted an evaluated and approved status by AVS even if there is no Hanford observer? The Chair responded that if the observers had no issues with the audit and there were no “show stopper” HASQARD gap findings, then it is likely the DOECAP-AP audit will be used to place a laboratory on the ESL. However, the Chair took note to have a discussion with MSA management regarding what the AVS position would be if there was no Hanford observer on the DOECAP-AP audit. However, the Chair speculated that placement of a laboratory on the ESL would require a favorable DOECAP-AP audit report augmented by acceptable evaluation comments provided by a Hanford observer or local Contractor representative for placement in the approval records.

Robert Elkins added that it was his understanding that we will never see the AB’s completed checklists after a DOECAP-AP audit is completed only a report. It was not clear what would be done with the HASQARD gap checklist and it was hoped we would learn that at the DOECAP-AP AB training session.

Rich Weiss added that his impression of the DOECAP-AP is that it will be piggy backing on the DOD accreditation. That is, the ABs will be doing the DOD accreditation at the same time as the DOE accreditation. The will result in the AB having to complete three checklists during the audit of a laboratory used by one or more Hanford Contractors (the DOD checklist, the DOECAP-AP checklist and the HASQARD gap checklist). Rich stated that the Hanford Contractors need to find out if this is an accurate assumption. If so, we wouldn’t care about the DOD checklist, but we do need the DOECAP-AP checklist. If we aren’t going to get the DOECAP-AP checklist, it would be very different than to our current process for placing a laboratory on the ESL. It is not clear whether DOE will have leverage to revise the current AB methods (i.e., where they use one checklist to meet all accreditation program needs).

The Chair asked Rich his opinion on the view that the DOECAP audit program has regarding laboratory approval. That is, can the DOECAP-AP accreditation report be used by itself to evaluate and approve a laboratory for placement on a site's ESL? Rich stated that he believes accreditation is good enough as long as the Hanford contractors have sufficient oversight of the DOECAP-AP. That is, Rich does not believe a general degradation of oversight of the laboratories will occur as DOECAP is replaced by the DOECAP-AP. The Chair agreed that once trust is built in the DOECAP-AP, the accreditation will be a sufficient status to approve a laboratory for inclusion on the ESL. Rich reminded those present that the DOECAP-AP audits will be staffed with DOECAP auditors for the radiological and hazardous materials management portions of the audits, at least initially. This will add to a DOE client's trust in the program.

Rich Weiss stated that as part of his work with the DOECAP program he has seen significant changes to some of the DOECAP checklists recently. This is presumably in preparation for use as part of the DOECAP-AP.

The presentation to be provided to the DOECAP-AP ABs was displayed and the Focus Group members present provided comments on the slides. The Chair was designated as the individual that would present the training at the upcoming November 30 teleconference.

The Focus Group Secretary noted that the meeting had lasted long enough that additional agenda items would be deferred to the next meeting. The Chair asked if there was any urgent new business requiring discussion. The Secretary reminded the Focus Group members present that there would be no monthly meeting in December but any developments related to the DOECAP-AP that required Focus Group attention would be provided as they are received via email. The Secretary also noted that when the next Focus Group meeting occurs it will be in a new location. Hearing no additional new business, the Chair adjourned the meeting at 3:50 PM.

The next meeting of the HASQARD Focus Group will be at 2:00 PM on January 23, 2018 in Conference Room 223 at 2430 Stevens.